



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ENVIRONMENTAL ADMSTVE HEARING OFFICER

Job Number: 20001895

Job Code: 98590V150416

Job Group: 9800 - LAW

Job Established: 07/01/1992

Job Revised: 04/16/2015

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Conducts administrative hearings and related proceedings pertaining to issues pursuant to KRS Chapters 151, 224 and 350; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE:

Must have five years of experience practicing law or serving as a law clerk with a State or Federal judge following completion of law school. (Two years of the required experience must be in a natural resources field.)

Substitute EDUCATION for EXPERIENCE:

A Master of Law degree will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be licensed to practice law in the Commonwealth of Kentucky. Must possess and maintain a valid driver's license prior to appointment in this classification.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Conducts administrative hearings and related proceedings. Prepares reports and recommendations for the Cabinet Secretary's consideration. Administers oath to witnesses, determines admissibility of submitted evidence and rules on motions. Prepares monthly reports and time studies. Conducts necessary legal research on issues of law relating to these proceedings. Conducts such other assignments as may be required by the Office of Administrative Hearings.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting. Minimal travel is required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.